

# **VA Office of Information and Technology Enterprise Architecture Management**



## **Systems Integration and Development Service**

### **Configuration Change Proposal (CCP) Procedure CM430**

**Version 1.0  
July 19, 2006**



## **Department of Veterans Affairs**

### **Systems Integration and Development Service**

## **Letter of Promulgation**

This document presents the Configuration Change Proposal (CCP) process for the Systems Development and Integration Service (SIDS) and its assigned programs and projects. SIDS uses the term “Configuration Change Proposal” as a generic name for all requests for change regardless of the specific title of the request. As the Director, SIDS, within the Office of Enterprise Architecture at the Department of Veterans Affairs (VA), Office of Information and Technology (OI&T), I do hereby formally promulgate this procedure and direct its use across the SIDS organization for all requests for change and recommend its adaptation and use for other VA organizations.

\_\_\_\_(Signature obtained and on file)\_\_\_\_\_  
Frances G. Parker, Director (Acting)  
Systems Integration and Development Service  
Office of Enterprise Architecture Management

\_\_\_\_7/19/06\_\_\_\_\_  
(Date)

## Record of Changes

CCP #	CCP Date	Description of Change (or title)	Date Entered	Entered by: (initials)
N/A	N/A	Initial issue of the procedure	7/17/06	bgl

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## **1. INTRODUCTION**

This Configuration Change Proposal (CCP) Procedure addresses the overall process for the Configuration Change Management section of Configuration Management (CM) Plans. This document specifically addresses Section 5.4 of the Systems Integration and Development Service (SIDS) CM Plan, but is intended as a standard overall process for all CCPs or their equivalents across the SIDS organization.

### **1.1. PURPOSE**

This document standardizes the process for the treatment of CCPs, or equivalent request for change documents, throughout the SIDS organization.

### **1.2. SCOPE**

This procedure applies to all requests for change, regardless of specific name, within the SIDS and for all SIDS sub-elements, programs, and projects. (Within the SIDS organization, a request for change is usually titled "Configuration Change Proposal.") Approval of a written Request for Waiver (RFW) to the Director, SIDS, is required for any deviation from this procedure. An RFW may be submitted by email to the Director until such time as an official RFW procedure and template are adopted by SIDS.

### **1.3. AUTHORITY**

The Director, SIDS, is the issuing authority for this document and only the Director, SIDS, or higher authority may authorize it to be altered, superseded, or cancelled. Any recommended changes or modifications to this document must be submitted for approval using the provisions of the SIDS Configuration Management Plan.

Any conflict between this document and higher authority will be resolved in favor of the higher authority. Anyone observing such a conflict is requested to bring it to the immediate attention of the Director, SIDS (or delegated SIDS authority).

### **1.4. CHANGE AND CANCELLATION**

This is an original document and does not supersede a previous version or any other document.

### **1.5. REFERENCES**

There are no official references for this document. It has been developed from a review of many examples in various organizations to create a consolidation of best practices.

### **1.6. TERMS AND ABBREVIATIONS**

#### **1.6.1. Terms and Definitions**

The special subject-matter terms used in this document are to be found in the SIDS CM Plan except the one below:

Term	Definition
Configuration Change Proposal	Generic name for a document that requests or proposes a change and makes provisions to completely describe the impacts of the change. Called variously: Change Request, Configuration Change Proposal, Configuration Change Request, Information and Technology Request, Project Initiation Request, Request for Change, Software Change Request, System Change Request, et al.
Originator	In the Dimensions CM application, the role assigned to any person authorized access to a project loaded into Dimensions. Equivalent to “Submitter” in the TeamTrack application.
CM Coordinator	Role assigned to the person assigned configuration management duties for the project or program. The role has been incorporated into CM application processes.
CCMB Member	Role of a project member assigned as an attendee of Configuration Change Management Board (CCMB) meetings. There may be voting members and advisory members. The role has been incorporated into CM application processes.
CCMB Chairperson	Role of a project member assigned the responsibility for the orderly conduct and business of CCMB meetings. The role has been incorporated into CM application processes.
CCMB Secretariat	Role in Dimensions and in a project assigned to provide administrative assistance to the CCMB Chairperson. The role has been incorporated into CM application processes.
Decision Maker	The project member who has approval authority over the configuration item affected by a change proposal. The role has been incorporated into CM application processes.
Change Agent	The project member who has authorization to enter changes to a configuration item affected by a change proposal. The role has been incorporated into CM application processes.
Development Team	Member or members of the project team responsible for the creation or construction of the operational product. Members have been incorporated into CM application processes as “Developer.”
Acceptance Authority	Person or group with the authority to determine that what was delivered was the same as that requested. Usually the person or group that requested the product.

### 1.6.2. Abbreviations

The following abbreviations are used in this procedure.

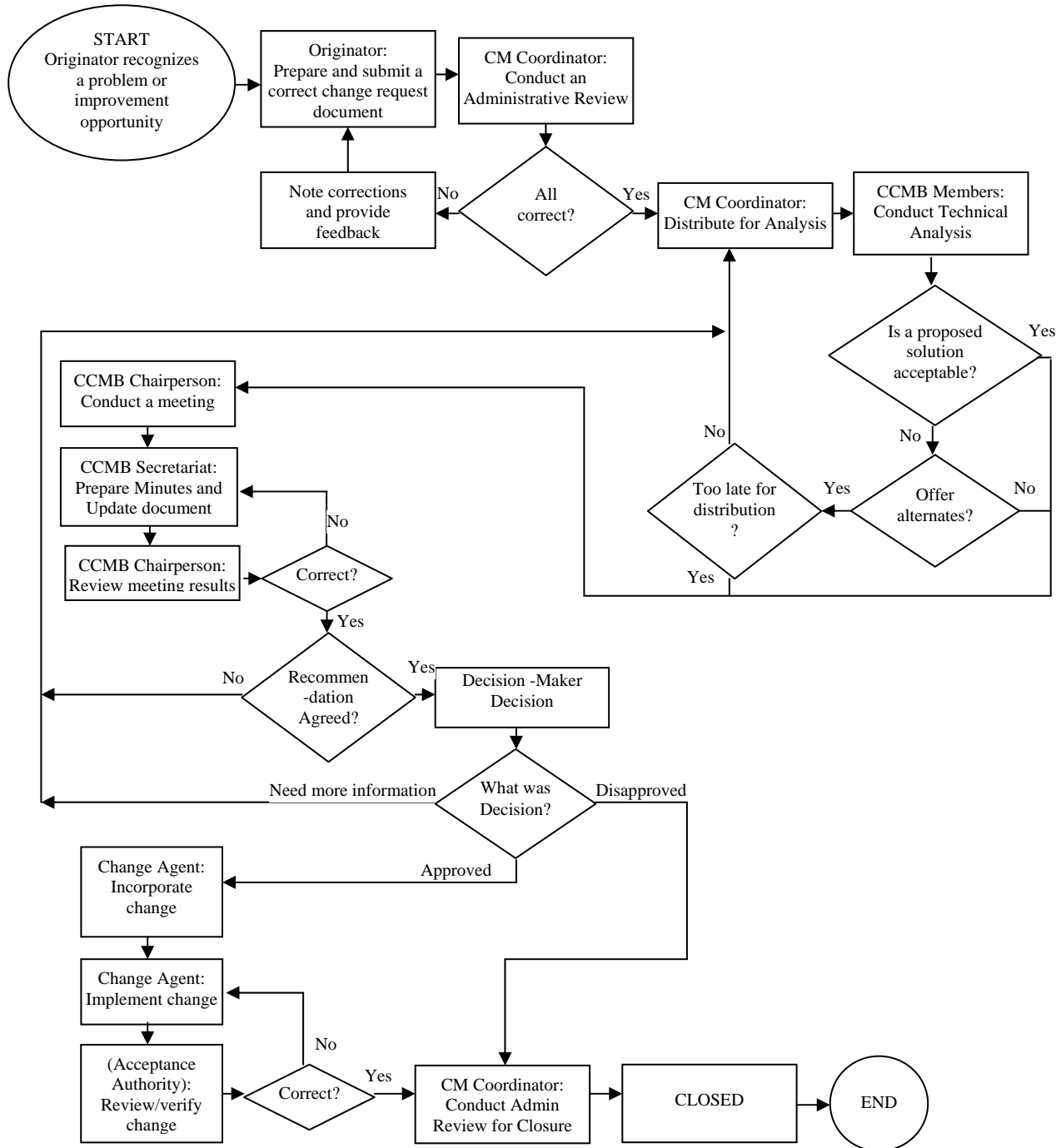
Abbrev.	Expansion
CCMB	- Configuration Change Management Board
CCP	- Configuration Change Proposal
CM	- Configuration Management
OI&T	- Office of Information and Technology
RFW	- Request For Waiver
SIDS	- Systems Integration and Development Service
VA	- (U.S. Department of) Veterans Affairs

### 1.7. ASSUMPTIONS

None.

## 2. PROCESS DIAGRAM

The following figure diagrams the overall CCP life cycle. More specific details will be found in procedures referred to in the steps of Section 3.



**Figure 1 - CCP General Process Map**

### 3. PROCESS STEPS

The steps in this section outline the overall process for a CCP. More detail is provided in procedures, guides, and instructions that address the individual stages of this process.

1. **START.** An observation or deduction indicates a need for change or an opportunity for improvement.
2. **Originator:** Prepare and submit a correct CCP in accordance with CM431, SIDS CCP Preparation and Submittal Procedure.
3. **CM Coordinator:** Conduct an administrative review of the CCP in accordance with CM432, SIDS CM Administrative Review Procedure.
  - a. If administrative discrepancies are found, make notes and return the CCP with the notes to the originator for correction.
  - b. If the CCP is correct, distribute it for analysis in accordance with CM433, SIDS CCP Distribution Guide.
4. **CCMB Members:** Conduct technical analysis of the CCP in accordance with CM434, SIDS CCP Technical Analysis Guide.
5. **CCMB Chairperson:** Conduct a CCMB meeting in accordance with the CM440-series, SIDS CCMB procedures.
6. **CCMB Secretariat:** Prepare correct Meeting Minutes and Action Items and update CCP information in accordance with appropriate CM440-series procedures.
7. **CCMB Chairperson:** Review the meeting results and documentation.
  - a. If discrepancies are found, make notes and return the materials to the CCMB Secretariat for correction.
  - b. If further work is needed for a recommendation, notify the CCMB Secretariat to redistribute for further analysis and resolution.
  - c. If the materials are complete and correct, forward the materials to the decision maker for approval.
8. **Decision Maker:** Provide a decision for the disposition of the proposed change in accordance with CM451, CCP Decision Procedure.
  - a. If the CCP is disapproved, notify the CCMB Secretariat or the CM Coordinator (for closure review).
  - b. If further work is needed for a decision, annotate the CCP and send it the CCMB Secretariat.
  - c. If the CCP is approved, forward it to the Change Agent for incorporation into appropriate configuration description information.
9. **Change Agent:** Incorporate the change into the appropriate configuration file in accordance with CM423, SIDS Baseline Update Procedure.

10. Change Agent: Forward the CCP and properly updated description information to the appropriate development team.
11. Development Team: Implement the change in accordance with development team procedures.
12. Acceptance Authority: Test/Examine/Review/etc. the implemented change in accordance with acceptance plans, procedures, and instructions.
  - a. If discrepancies are found, document them and return them to the Development Team for correction.
  - b. If no discrepancies are found, notify the decision maker, the CCMB Chairperson, and the CCMB Secretariat.
13. CM Coordinator: Conduct an administrative review for closure in accordance with CM439, SIDS CCP Closure Procedure. When all CCP closure requirements have been satisfied, forward the CCP to CLOSED.